



Friends of St. Albert Public Library

Agenda

Annual General Meeting of the Friends of St. Albert Public Library

Wednesday, May 10, 2023

Downtown Library Training Room & Zoom, 7:00 pm

1. Call to Order
2. Land Acknowledgement
3. Adoption of Agenda
4. Adoption of Minutes of prior Annual General Meeting (May 4, 2022)
5. President's Report - Graeme
6. Board Report - Meagan
7. Treasurer's Report - Verla
8. Election of Officers - Leslie
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
 - e. Fundraising Chair
 - f. Casino Chair
 - g. Marketing Chair
9. Friends Business
 - a. Fundraising Committee - Valerie
 - b. Donations to SAPL - Graeme
10. New Business
11. Adjournment

April 19, 2022

TO: The Members of the Friends of St. Albert Public Library

Re: 2022 Financial Statement review

I have reviewed the General Ledger, Income Statement and Balance Sheet of Friends of St. Albert Public Library for the period January 1, 2022 to December 31, 2022.

A review does not constitute a formal audit and therefore I am not able to express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with generally accepted accounting principles.

I have examined the accounts, reviewed accounting procedures, reconciled receipts and disbursements with bank deposits and bank balances, and have found the balances have been displayed correctly, presented fairly, with proper procedures, and records properly kept.

Sincerely,



Rhonda Kozuska, BA

Financial Review Checklist:

- Verify that the deposit book entries, deposits on bank statements and general ledger deposits match – check random deposits against postings to general ledger
- Ensure that interest and service charges have been recorded
- Ensure that cheque numbers and dates have been properly recorded – check random cheque numbers against the general ledger and verify an invoice for the cheque
- Verify accounts held in the name of the Friends. Review the financial statements for each month being reviewed, and the bank account statements and reconciliations for that same period
- Review random bank reconciliations to see that the beginning balance of one month is the same as the ending balance of the previous month. Note whether the book balance as listed on the bank reconciliation is the same balance presented on the financial statements
- Pick a month and check the balances for each account against bank statements



Friends of
St. Albert Public Library

Statement of Operations

2022

INCOME

Donations - Agencies	\$	111.87
Program Income – Membership Dues	\$	88.40
Purdys Fundraising	\$	895.78
Reel Mondays Fundraiser	\$	12,777.00
Total Income	\$	13,873.05

EXPENSES

Bank Charges and Fees	\$	96.35
Donation to SAPL	\$	5,125.00
Insurance - Liability	\$	1,047.34
Membership Costs	\$	57.75
Office Supplies	\$	12.80
Online Subscriptions	\$	85.73
Reel Mondays Expenses	\$	9,054.81
Total Operating Expenses	\$	15,479.78

Net Loss	-\$	1,606.73
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Friends of
St. Albert Public Library

Balance Sheet as at December 31, 2022

ASSETS

Cash and Bank

TD Casino Account \$ 7,486.51

TD General Account \$ 5,400.39

Total Cash \$ 12,886.90

Other Current Assets

Prepay Reel Mondays \$ 744.19

Total Other Current Assets \$ 744.19

Total Assets \$ 13,631.09

LIABILITIES

Accounts Payable - Dec

Reel Mondays \$ 831.00

Total Liabilities \$ 831.00

EQUITY

Total Retained Earnings \$ 12,800.09

Total Liabilities & Equity \$ 13,631.09



Friends of St. Albert Public Library

Meeting Minutes Annual General Meeting of the Friends of St. Albert Public Library

Wednesday, May 4, 2022 at 7:00 pm
Training Room & Zoom

Present

Graeme Matichuk
Sandy Fildes
Peter Bailey
Meagan Dechaine
Marg Mazer
Valerie Spink
Holly Ayotte
Verla Carter
Leslie Greentree

Regrets

Wendy Stuart-Hughes

- 1. Call to Order:** The meeting was called to order by Graeme Matichuk at 7:02 pm.
- 2. Adoption of Agenda:** Moved by Verla Carter, seconded by Marg Mazer, that the agenda of the meeting of May 4, 2022, be adopted as read. **PASSED**
- 3. Adoption of Minutes of the Meeting of May 5, 2021:** Moved by Valerie Spink, seconded by Verla Carter, that the minutes of the meeting of May 5, 2021, be adopted as read, with correction to Item #5 - should read "that the Financial Report for 2020 be accepted as read". **PASSED**
- 4. Board Report:** Meagan Dechaine
 - \$7000 was raised at the Book Sale
 - 64% increase in usage since 2020-21 - 18,000 visits
 - Canada Summer Jobs money to be used for Summer Reading Program staff
 - Poet Laureate for St. Albert named
 - Downtown Library children's area renovations in the quote process
 - Presentation of plaque honoring Friends contributions to Jensen Lakes Library in the planning process
- 5. Treasurer's Report and Financial Report:** Graeme Matichuk
 - Casino Account balance, as of May 4, 2022 = \$9,113.01
 - General Account balance, as of May 4, 2022 = \$5,826.13
 - Financial Report, as reviewed by Rhonda Kozuska, presented - see on email



- Moved by Holly Ayotte, seconded by Marg Mazer, that the the Treasurer's Report and the Financial Statement be adopted as read. **PASSED**

6. President's Report: Graeme Matichuk

- President's Report presented - full copy on Friends social media
- Moved by Marg Mazer, seconded by Valerie Spink, that the President's Report be accepted as read. **PASSED**

7. Election of Officers : Conducted by Leslie Greentree

-Moved by Valerie Spink, seconded by Verla Carter, that the present executive be dissolved. **PASSED**

- a. President- Graeme Matichuk, nominated by Valerie Spink, elected by acclamation
- b .Vice-President - Sandy Fildes, nominated by Graeme Matichuk, elected by acclamation
- c. and d. Secretary-Treasurer - Verla Carter, nominated by Graeme Matichuk, elected by acclamation
- e. and f. Fundraising and Casino Chair - Valerie Spink, nominated by Graeme Matichuk, elected by acclamation
- f. Marketing Chair - Graeme Matichuk, nominated by Valerie Spink, elected by acclamation

8. Friends Business:

- a. Fundraising
 - i. Reel Mondays: Valerie Spink
 - All disbursements and receipts now accounted for
 - Sept. - Apr. Gate receipts = \$11,669.90
 - Less City costs = \$3,872.40
 - Less Criterion costs = \$3,470.22
 - Profit = \$4,327.28
 - Dates are now set for 3 of the 4 Fall series
 - Thank you to Valerie Spink for spearheading this fundraiser!
 - Acknowledgement of breaks given us by City and Criterion
 - ii. Purdy's Easter Fundraiser - all funds now deposited
- b. Donations to SAPL
 - i. Major donation possibilities tabled until September meeting
 - ii. Suggestion brought forward by Peter Bailey for an immediate need



- Moved by Graeme Matichuk, seconded by Valerie Spink, that Friends donate up to \$2,000 to the Library for the purchase of a new water fountain/water bottle filler (refrigerated) for the Children's Section

PASSED

- c. New Event Registration System - tabled until September

9. New Business: None

10. Adjournment: Moved by Verla Carter that the meeting be adjourned at 7:45 pm.

NEXT MEETING: WEDNESDAY, SEPTEMBER 7, 2022